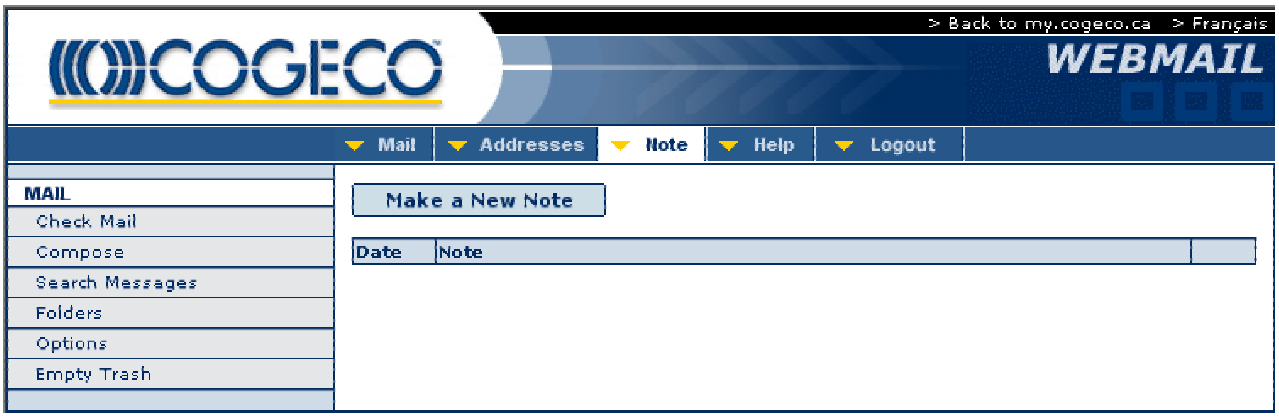
How to use the Notes feature in Webmail (Advanced Mode)

Step 1

- To access the notes feature of Webmail simply click on the **Note** button in the top menu.

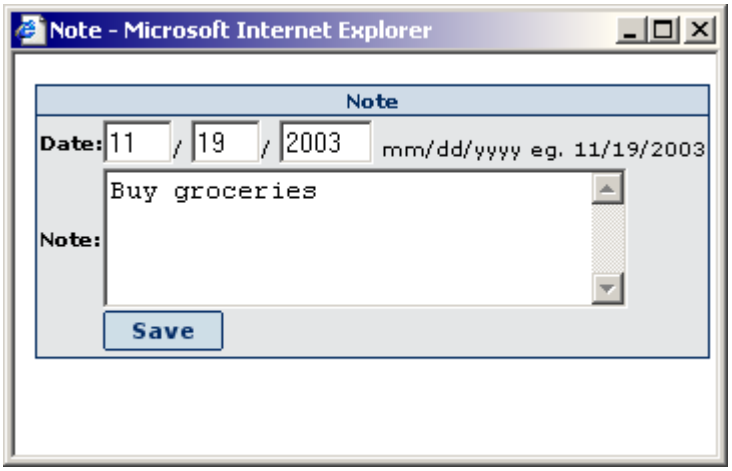
Step 2

- You are presented with the Notes window in Webmail. This feature allows users to write notes and attach a date to them for reference.



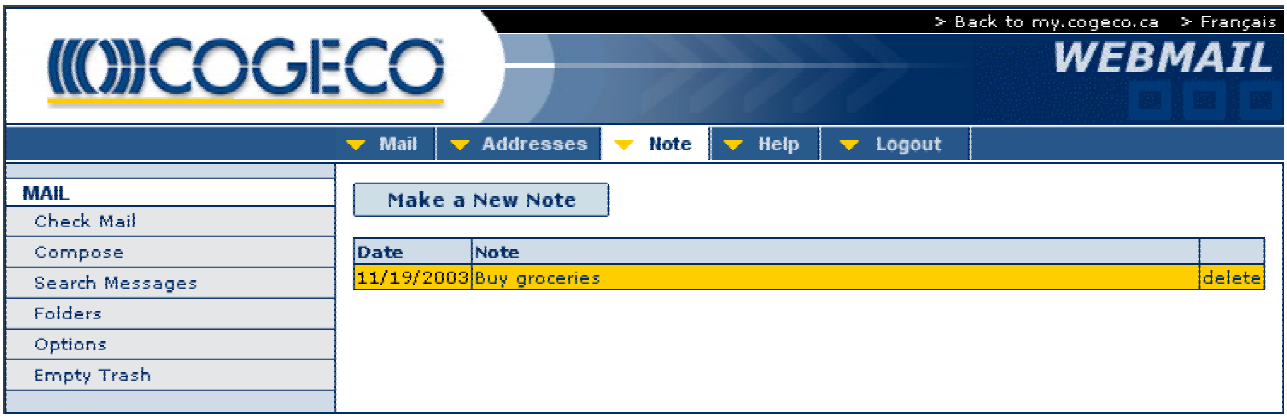
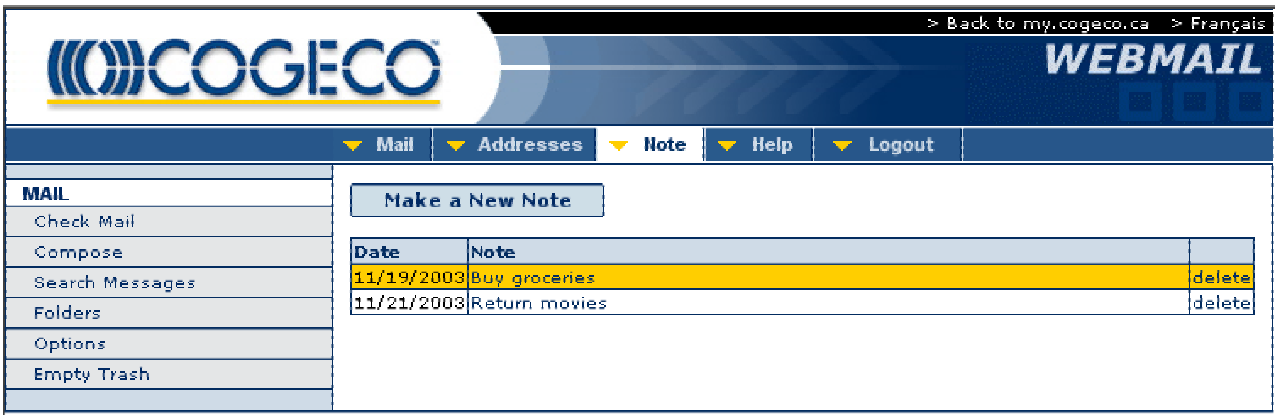
Step 3

- To create new entries simply click on the **Make a New Note** button. You will be presented with a window where you can enter your note. Click on the **Save** button once you are done.



Step 4

- The new note is listed on the screen. This note is highlighted in yellow to remind you that is due today.



- Items that you date in the future will appear white, when they are due they become yellow.